



IN REPLY
REFER TO AQI

**DEFENSE LOGISTICS AGENCY
DEFENSE CONTRACT MANAGEMENT COMMAND
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OCT 10 1997

MEMORANDUM FOR COMMANDER, DEFENSE CONTRACT MANAGEMENT
DISTRICT EAST
COMMANDER, DEFENSE CONTRACT MANAGEMENT
DISTRICT WEST

SUBJECT: Performance-Based Assessments

Performance-Based Assessment findings at both Resident and Geographical CAOs will be reviewed by the District and Headquarters staff as part of the annual budget process. The assessment findings supplement other information and data utilized by the Business Process Team (BPT) and the Resource Utilization Council (RUC).

Each CAO is required to complete their assessment by February 28, 1998 and submit their final assessment report to the District Director, Operations Support not later than March 7, 1998. Submission of the report by this date will allow the District sufficient review time in preparation for the BPT and RUC discussions.

This year, Geographic CAOs are conducting on-site and desk audit assessments for the first time. Resident CAOs, on the other hand, are engaged in follow-on assessments, and may conduct either a desk audit or a full on-site review, as determined appropriate by the CAO Commander. In either case, the attached outlines provides the required format and structure for the Resident and Geographical CAO reports, respectively. Each CAO is requested to follow this format in completing the report.

As a final note, it is requested that each District monitor the overall quality of the assessments among all CAOs to ensure sound and consistent application across the Command.

FRANK J. LALUMIERE
Executive Director
Program Integration

Attachment

cc:
AQO
AQB
DCMDI